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T/IX/M-15
7 October 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

Minutes of the Fifteenth Meeting, 4 June 1965

Members or Their Representatives Present

25X1A DIA - [REDACTED]
CIA - [REDACTED]
NSA - [REDACTED]
25X1A STATE - Mr. Alonzo J. Covel
CSS - [REDACTED]

1. The minutes of the last meeting were approved.
2. The Chairman explained to the Team that DIA has now decided to use the first three digits of the intelligence ^{subject} summary code instead of the intelligence activity codes previously proposed. In addition, a slightly revised code for primary activity supported will be prepared. The Chairman then asked the Team if this code would be satisfactory for the Team to recommend for use with the file and program descriptions. After some discussion the Team concluded that this would be satisfactory and the Secretary was instructed to have appropriate Intelligence Subject Code sheets prepared as an appendix to the File and Program Descriptions. In addition, it was agreed that DIA Instruction 65-5 area codes would be obtained and made an appendix to the File and Program Descriptions. It was noted by the Team that there may be some minor changes required in the Instruction Manual as a result of the foregoing. The Secretary was instructed to make these appropriate changes.
3. The NSA representative provided the Team with updated sample formats. After some consideration, the Team approved the new form of the sample formats and the NSA representative agreed to provide these with the minor changes required as part of the final report to CODIB.
4. The Team next considered item 1,4 in the file description having to do with security classification. It was agreed that there

GROUP I
Excluded from automatic
downgrading and
declassification.

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still remains a problem inasmuch as the special handling categories could be of different classifications, therefore, more than one column should be required. In addition, the question of the downgrading group information was considered and the Chairman was asked how DIA planned to handle both of these problems. The Chairman indicated that he would check these points and make appropriate recommendations to the Team.

5. As a final matter of discussion, the group considered the proposed publication procedures. The Team generally agreed that DIA should state more specifically what it proposes in the way of publication procedures as well as formats. The Chairman indicated he would also obtain a DIA response on this question and so inform the Team.

6. The Team adjourned and the Chairman announced that he would leave the date of the next meeting open and inform the members through the Secretary when the next meeting might be appropriate.

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Secretary

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